

MADERA COUNTY

COUNTY ENGINEER

DEFINITION

Under general administrative direction of the Resource Management Agency Director, to plan, direct, manage, and oversee the programs, functions, and operations of the Engineering Department; to serve as or supervise the functions of the County Surveyor and County Building Official; to oversee Special District services and County service areas, parks and grounds maintenance, building maintenance and safety, flood control services, solid waste services, and County Surveyor's office; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over supervisory, professional, technical, maintenance, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plans, directs, manages, and oversees the functions, programs, and operations of the Engineering Department; selects, directs, supervises, trains, and evaluates assigned staff; develops and administers assigned budgets, prepares budget requests, and controls expenditures; represents the Engineering Department to the public, community organizations, and other government agencies; ensures proper provision of services by Special Districts and within County service areas; oversees the development and implementation of contracts for solid waste disposal and pest control; assumes responsibility for County parks and building maintenance functions; ensures proper inspection and certification of subdivision maps, parcel maps and improvement plans; provides engineering expertise for grading, flood control, surveying, sewer systems, water systems, and structural calculations; administers building inspections, building codes, and building safety; reviews plans and specifications submitted by private engineering firms; participates on a variety of boards, committees, and commissions; conducts public information activities; attends and participates in professional group meetings; oversees the preparation of and prepares reports and presentations on assigned functions and activities; serves as Director of the Madera County Flood Control and Water Conservation Agency; serves as, or supervises, the Chief Building Official and interprets code; maintains contact with the press and community organizations; oversees and participates in the development and implementation of Engineering Department goals, objectives, policies, and priorities; interprets and explains Engineering Department programs, policies, and activities; assesses and recommends solutions to complex problems affecting Department operations and functions.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics and functions of an engineering program.
Principles and techniques of management and program administration.
Principles and practices of supervision, training, and performance evaluation.
Principles, practices, and methods of civil engineering as applied to County projects, service areas, and special districts.
Duties and responsibilities of a County Surveyor.
Engineering principles and practices as applied to the design, construction, and development of County facilities.
Pertinent Federal, State, and local laws, codes, and regulations relating to engineering functions, building inspection, special districts, water, solid waste, waste water, County service areas, land surveying, and subdividing.
Proper inspection methods and procedures.
Principles and practices of budget development, preparation, and expenditure control.

Skill to:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Plan, direct, manage, and oversee the programs, functions, and operations of the Engineering Department.
Formulate and implement County-wide inspection and service programs.
Perform detailed and exacting professional engineering work.
Supervise, train, and evaluate the work of assigned staff.
Serve as a technical advisor for engineering problems.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
Develop and prepare an assigned budget and control expenditures.
Prepare and present accurate and comprehensive reports and recommendations.

Ability to:

Effectively represent the County's Engineering Department to the public, community organizations, and other government agencies.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Seven years of progressively responsible professional engineering experience including three years of management and supervisory experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering.

License or Certificate:

Possession of valid registration as a Civil Engineer issued by the State Board of Registration for Professional Engineers.

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, and lift 25 lbs.; exposure to outdoors; ability to travel to different sites and locations.

Effective Date: November, 2002